

INSTRUCTIONS FOR  
UPDATING INFORMATION ON ADDRESS AND/OR NAME

**IMPORTANT:** The Clerk of Superior Court must have your most current mailing address. Pursuant to §25-322 a change of address must be submitted in writing within 10 days of the address change. This is particularly important if you are to receive support payments, restitution payments, and/or are representing yourself.

You can file this form with the Clerk's Office in the following ways:

- Take the original and one copy of the Update Information on Address and/or Name form to the Clerk of the Court along with any papers that prove your identity, such as a copy of your current driver's license to:

**DOWNTOWN PHOENIX:**  
Clerk of the Court  
Family Court Filing Counter  
201 West Jefferson, 1<sup>st</sup> Floor  
Phoenix, Arizona 85003

**MESA:**  
Clerk of the Court  
Family Court Filing Counter  
222 East Javelina Avenue  
Mesa, Arizona 85210

- Mail a copy of the Update Information on Address and/or Name form to the Clerk of the Court to either of the addresses listed above. (You may want to make a copy of the form for your records).
- Fax the Update Information on Address and/or Name form to the Clerk of the Court. For Child Support and/or Spousal Maintenance fax to 602-506-1937, Attention: File Maintenance; for Restitution fax to 602-506-5127; and for all other updates fax to 602-506-7684.

Name of Party Updating Information: \_\_\_\_\_  
Your Address: \_\_\_\_\_  
Your City, State, Zip Code: \_\_\_\_\_  
Your Telephone Number: \_\_\_\_\_

**SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY**

\_\_\_\_\_  
Name of Petitioner/Plaintiff

**CASE NUMBER:** \_\_\_\_\_

**ATLAS NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
Name of Respondent/Defendant

**UPDATE INFORMATION ON**

**? ADDRESS and/or ? NAME**

PLEASE FILL OUT ALL NAME AND  
ADDRESS INFORMATION AT THE  
TOP OF THE FORM AND FILL IN  
BOTH PARTY NAMES

**I UNDERSTAND:**

1. **This Notice is to tell the Clerk of the Court that my address or name has changed. This form cannot be used if I want to legally change my name.**
2. Address and name changes that are not sealed or confidential will be entered on both the support payment and the court's automated system, and will be made public record which means it is available to the public.
3. I may only submit changes for my own address and name.

**INFORMATION I WANT TO CHANGE: (PLEASE PRINT)**

My name was: \_\_\_\_\_

My current name is: \_\_\_\_\_

My old address was: \_\_\_\_\_  
(Street Address, City, State, Zip Code)

My new address is: \_\_\_\_\_  
(Street Address, City, State, Zip Code)

My new mailing address is: **(if different than above)** \_\_\_\_\_  
(Street Address, City, State, Zip Code)

My new telephone number is: **(optional)** (\_\_\_\_\_) \_\_\_\_\_

My date of birth is: **(optional)** \_\_\_\_\_

If there is an order for payments through the Clerk of the Superior Court for:

☐ Child Support and/or Spousal Maintenance **fax** this form to 602-506-1937;

If there is an order for payments through the Clerk of the Superior Court for:

☐ Restitution **fax** this form to 602-506-5127;

**All other updates fax this form to 602-506-7684.**

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: \_\_\_\_\_  
Date Signature of Person Requesting Change

**Internal use only:** change made to the following systems:

☐ ACS/Docket ☐ Child Support ☐ RFR